

INSTRUCTIONS FOR FORM CD-405

THIS FORM MAY BE USED IN LIEU OF THE GREEN RECEIPT COPY OF THE PURCHASED ORDER

Use this form only if the order number on the Purchase Order begins with "40."

If order number begins with a "43," use form CD-406, Invoice-Receipt Certification.

If order number begins with "41" or "42," no receiving report is required.

FORM CD-404 (REV. 7-89)		SUPPLY, EQUIPMENT, OR SERVICE ORDER			This Order Number must appear on all invoices and packages. Freight charge over \$100 requires Bill of Lading.	6. ORDER NUMBER 40SAAA012345
U.S. DEPARTMENT OF COMMERCE						7. SUB
1. PAGE 1 OF 1	2. RECEIVING OFFICE NO. 3184M02	3. CONTRACT ORDERED AGAINST	A. PURCHASE ORDER (See Reverse)	DELIVERY ORDER (See Block 3)		

If 5th position of Receiving Office No. (Block 2 on the Purchase Order) is an "M," you are one of several offices receiving goods or services from this order and must always follow the partial shipment instructions.

The following numbered instructions correspond to the block numbers on the front of the form.

IF PARTIAL SHIPMENT: (You have not received the complete order—you expect another shipment).

1. Purchase Order Number—Enter the number from Block 6 of the Purchase Order.
2. Date of Receipt—Enter the date you received the goods or services.
3. Receiving Office Number—Enter the number from Block 2 of the Purchase Order.
4. Date Goods Accepted—Enter date. If acceptance is more than 7 days from receipt, date must be authorized on CD-404.

FOLLOW NO. 5 THRU 7 FOR EACH LINE ITEM RECEIVED.

5. Enter the appropriate line item number from Block 12 of the Purchase Order for the goods or services you have received.
6. Enter the quantity received and unit of issue for each line item. Always count the items received in the same unit of issue as ordered. (See Blocks 17 and 18 of the Purchase Order).
7. Enter a brief description of the goods or services. (See Block 14 of the Purchase Order).

8. Sign your name and enter date you completed this form.
— Enter your telephone number.
9. Check the "Partial Receipt" block at bottom.

IF COMPLETE SHIPMENT: (This shipment completes the order).

1. Purchase Order Number—Enter the number from Block 6 of the Purchase Order.
2. Date of Receipt—Enter the date you received the goods or services.
3. Receiving Office Number—Enter the number from Block 2 of the Purchase Order.
4. Date Goods Accepted—Enter date. If acceptance is more than 7 days from receipt, date must be authorized on CD-404.
5. N/A
6. N/A
7. N/A
8. Sign your name and enter the date you complete this form.
— Enter your telephone number.
9. Check the "Complete Receipt" block at bottom.